



SCHOOL PUPIL TRANSPORTATION SAFETY COORDINATOR

OPEN STATEWIDE EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **July 5, 2012**
Applications (STD. 678, Rev. 6-10) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol
Selection Standards and Examinations Unit
P. O. Box 942898
Sacramento, CA 94298-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 on the application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

WRITTEN TEST DATE **August 18, 2012**

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that interviews will be held during September/October 2012.

SALARY RANGE \$3503 - \$4211

WHO SHOULD APPLY This is an open examination. Career credits do not apply.

ELIGIBLE LIST INFORMATION A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.

AND

Two years of full-time experience as a school bus driver.

AND

One year of full-time experience as either a (1) school bus delegated behind-the-wheel trainer verified by the California Department of Education; or (2) school bus driver instructor certified by the California Department of Education; or (3) a school bus driver supervisor.

ADDITIONAL COMPETITIVE FACTORS In appraising the relative qualifications of candidates, consideration will be given to the length and breadth of pertinent experience beyond that required under "Requirements for Admittance to the Examination."

SPECIAL REQUIREMENTS Evidence of satisfactory arrest and driving records for the three consecutive years prior to the written test date for the current examination.

DRUG TESTING REQUIREMENT Applicants for positions in this classification are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a classification for which drug testing is required under State Personnel Board Rule 213.)

THE POSITION A School Pupil Transportation Safety Coordinator, under direction in the Department of California Highway Patrol, does work in licensing and evaluating school bus, school pupil activity bus (SPAB), youth bus, general public paratransit vehicle (GPPV), and farm labor vehicle applicants and drivers, and does other related work to implement the Department's school pupil and farm labor transportation safety program. Typical tasks would include interviewing applicants to determine basic eligibility; fingerprinting applicants and verifying medical and training certificates; examining and evaluating applicants for school bus, SPAB, youth bus, GPPV, and farm labor vehicle special driver certificates; reviewing school bus and farm labor vehicle accident reports to determine if the investigating officer found the school bus, SPAB, youth bus, GPPV, or farm labor vehicle driver negligent, and making appropriate recommendations to the Department of Motor Vehicles; determining the validity of and responding to complaints by or against school bus, SPAB, youth bus, GPPV, and farm labor vehicle drivers; interpreting, applying, and explaining laws and regulations of the California Vehicle Code, Education Code, California Code of Regulations (Title 13), and policies and procedural provisions of the California

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCHOOL PUPIL TRANSPORTATION SAFETY COORDINATOR VQ05 - 8679 2HP14 BULLETIN RELEASE DATE: June 7, 2012

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WRITTEN TEST DATE: August 18, 2012

EXAMINATION
INFORMATION

Highway Patrol to drivers and carriers; making presentations before groups of drivers, school officials, and the general public regarding driver licensing and certification requirements, and the safe transportation of school pupils and farm labor workers; writing reports and making recommendations regarding school pupil and farm labor transportation safety; completing departmental reports; reviewing school bus stops as specified in Title 13 of the California Code of Regulations; inspecting drivers records; and maintaining a professional demeanor and good public relations at all times.

Positions exist only in Alameda, Los Angeles, Orange, San Diego, San Francisco, San Mateo and Santa Clara counties.

This examination will consist of a written test weighted pass/fail and a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination. **Competitors who do not appear for the written test and oral interview will be disqualified.**

Written Test – Pass/Fail

Scope:

- Knowledge of job-related laws, regulations and procedures.
- Prioritize work activities; ability to follow directions; and make arithmetic calculations.
- Writing and completing reports; and preparing presentation materials.

Qualifications Appraisal Interview – Weighted 100%

Scope:

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

Knowledge of:

- The California Vehicle Code, Education Code, and California Code of Regulations (Title 13) relating to school pupil and farm labor transportation safety and driver training requirements.

Ability to:

- Read, learn, analyze, interpret, and apply the provisions of the California Vehicle Code, Education Code, and California Code of Regulations (Title 13) affecting school pupil and farm labor transportation safety, and the policies and procedural provisions of the California Highway Patrol.
- Acquire knowledge of the laws, programs, and activities of the organizations concerned with vehicle registration, driver licensing, certification, driver training requirements, bus driver instructor training, Vehicle Code enforcement, and traffic safety in California.
- Gain an understanding of the California Highway Patrol policies and procedures regarding the school pupil and farm labor transportation safety program.
- Organize tasks and activities in order of priority.
- Analyze situations accurately, exercise good judgment, and take effective action.
- Follow directions.
- Listen attentively.
- Communicate effectively.
- Prepare clear and concise reports.
- Perform arithmetic calculations.
- Establish and maintain professional working relations.

VETERANS PREFERENCE

Veterans preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

HIRING INFORMATION

Background Investigation: The CHP conducts a background investigation to determine the competitor’s suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD. 678, Rev. 06-10) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

GENERAL INFORMATION

It is the competitor’s responsibility to contact the California Highway Patrol, Examinations Services, at (916) 843-3820, three days prior to the written test date if they have not received their notice.

If a competitor’s notice of oral interview fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

Applications (STD. 678, Rev. 6-10) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Written Test Location(s): The written test will be given in such places in California as the number of competitors and conditions warrant.

Interview Location(s): It is anticipated that interviews will be scheduled in such places in California as the number of competitors and conditions warrant.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans Preference: Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations as “...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience”. Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veterans points: 15 points for disabled veterans; 10 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

